



CITY OF COSTA MESA
 2024-2025 COMMUNITY DEVELOPMENT BLOCK GRANT
 PUBLIC SERVICE GRANT APPLICATION

****DO NOT MODIFY THE APPLICATION FORM****

Application is due at 2:00pm, Friday, February 9, 2024 Submit application to: Mikelle Daily, Grant Administrator <u>mikelle.daily@costamesaca.gov</u> Costa Mesa City Hall – 2 nd Floor 77 Fair Drive, Costa Mesa, CA 92626	
Legal Name of Organization:	Community SeniorServ Inc. dba Meals on Wheels OC
Program Name:	Home Delivered Meals Program
Primary Contact for Application: (Name & Title)	Alejandro Lupercio, Vice President of Social Services
CDBG Amount Requested: (\$15,000 min, \$30,000 max)	\$ 30,000
To be considered for funding: a completed electronic application, hard-copy application and USB drive with required documents (refer to application guidelines) must be submitted by the due date and time.	

1. Applicant Organization Information	
Mailing Address:	1200 N. Knollwood Circle Anaheim, CA 92801
Federal Tax I.D. #:	952771715
UEI: (unique entity ID)	SB9RTCT6FJA5
Primary Contact Telephone/Email:	714-823-3290, alupercio@mealsonwheelsoc.org
Organization's Officials Authorized to Execute Contract (two are required):	
Name Holly Hagler	Title CEO and President
Name Alejandro Lupercio	Title Vice President
Faith-based organization: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

****Eligible public service programs must meet the CDBG national objective of providing benefit to low and moderate-income persons****

2. Applicant Program Information

Program Name:	Home Delivered Meals Program
Location where service will be provided:	Citywide: <input checked="" type="checkbox"/> Specific Location(s): Costa Mesa
CDBG Amount Requested:	\$ 30,000
Other Funding for this Program:	\$ 5,891,072

Check the one category that best describes the proposed program:

Senior/Frail Elderly Services (05A)	<input checked="" type="checkbox"/>	Youth Services (05D)	<input type="checkbox"/>
Physically/Developmentally Disabled Services (05B)	<input type="checkbox"/>	Health Services (05M)	<input type="checkbox"/>
Persons with HIV/AIDS Services (03T)	<input type="checkbox"/>	Homeless Services (03T)	<input type="checkbox"/>
Fair Housing Services (05J or 21A)	<input type="checkbox"/>	Substance Abuse Services (05O)	<input type="checkbox"/>
Legal Services (05C)	<input type="checkbox"/>	Child Care Services (05L)	<input type="checkbox"/>

Other Public Services (specify):

Does the proposed program serve Veterans? Yes No

If yes, what is the total % of Veteran clients served by the program? 5 %

Brief Program Summary:

Summarize program and how CDBG funds will be used. Specify if funds will be used for staff salaries/benefits, program supplies, rent, utilities, etc. If direct client services will be funded, specify the services, e.g., utility payments, rental assistance, etc.

The Home Delivered Meals program provides meals to older adults who are low income, homebound with limited mobility due to illness, disabled, and lack access to transportation. Meals on Wheels OC partners with the Costa Mesa Senior Center to deliver meals to clients living in Costa Mesa. Community volunteers deliver breakfast, lunch, and dinner for 5 days of the week, as funding permits. CDBG funds will go towards the raw food costs to provide meals for Costa Mesa seniors.

3. Community Need:

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa. Specifically address how the proposed program will impact the identified community need and how a service gap will be eliminated or demonstrably reduced. Describe the characteristics of the targeted client population that will benefit from the proposed program, including information such as age, income level, target area and other unique characteristics as applicable.

Food insecurity is associated with several chronic health issues in older adults. According to the 2023 Orange County Report on Aging, 33% of Orange County older adults whose income is less than 200% of the Federal Poverty Level experience food insecurity. There is a strong correlation between social isolation/loneliness and poor health. For example, seniors who are facing social isolation have an increased risk of developing dementia. The Home Delivered Meals Program aims to meet the nutritional needs of older adults in order to improve their overall health and well-being. The program provides homebound seniors the opportunity to make social connections and remain independent. The Meals on Wheels OC Impact Report presented in 2023, surveyed program participants to determine the program impact. Of those surveyed, 95% agreed that the meals provided the nutrition to be healthy, 95% agreed that the meals help them eat healthier foods, 79% agreed that without the HDM program they would not have enough to eat some days, 83% agreed that their physical health has improved since receiving meals, 93% agreed that their health conditions are easier to manage because of the meals they receive, 94% agreed that they are more independent because of the meals program, 96% agreed that the meals help respondents continue living at home, 98% agreed that they enjoy the company of the drivers delivering the meals, and 99% would recommend the program to others.

4. Organization Capacity & Experience:

State your organization's experience in carrying out the proposed program including information about the length of time the organization has provided the proposed service(s), partnerships & collaborations with other nonprofits and jurisdictions, staff qualifications and other relevant information.

Meals on Wheels OC collaborates with many local organizations including: Orange County Strategic Plan on Aging, Orange County Adult Day Services Coalition, and Orange County Aging Services Collaborative (members include: AARP, Age Well Senior Services, AltaMed Health Services, Alzheimer's OC, Alzheimer's Association, CalOptima, Care Giver Resource Center OC, Council on Aging etc). We also work with state and national organizations whose missions align with our goals including National Association of Nutrition and Aging Services Programs, Meals on Wheels America, and California State Associations. MOW OC is the largest food and nutrition food provider for older adults in Orange County and is prepared to continue providing services to participants in Costa Mesa. Our partnership with Costa Mesa spans many years and together we facilitate the Lunch Cafe Meals Program from their Senior Center. MOW OC sponsors 23 Lunch Cafe sites county-wide. We utilize the expertise of professionals and volunteers to offer a myriad of programs and services to older adults. Holly Hagler, the President and CEO has a Master's Degree in Management, Marketing, and Finance. Gio Corzo, the VP of Home & Care Services has a Master's in Healthcare Administration. Alejandro Lupercio, the VP of Social Services has a Master's in Business Administration.

If your agency has received CDBG (including CDBG-CV) funding from the City of Costa Mesa in past years, complete the table below for most recent years to summarize your organization's experience with CDBG public service grant funds.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
FY 2023-2024	\$ 20,000	Home Delivered Meals Program
FY 2022-2023	\$ 13,962	Home Delivered Meals Program
FY 2022-2023	\$ 30,821	Home Delivery Meals Program (CV)
FY 2021-2022	\$ 15,000	Home Delivered Meals Program

If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all awarded grant funds? If yes, explain reasons: Yes No

If previously funded by Costa Mesa CDBG, has your agency ever failed to meet contractual accomplishment goals? If yes, explain reasons: Yes No

During the fiscal years 15-16 and 16-17, Meals on Wheels OC engaged in outreach to Costa Mesa residents which led to an increase of unduplicated HDM clients. During fiscal years 18-19 and 19-20, clients who began the fiscal year remained on the program for much of the year and tended to not graduate from the program giving little opportunity to add new clients.

If your agency has not received CDBG funding from Costa Mesa in the last 2 years, list 3 references for the proposed program in the table below:

Grant Provider	Grant Provider Contact Name, Phone, Email	Grant Amount	Year
N/A			
N/A			
N/A			

Within the past five years, if you also received CDBG funds from other entities, please provide the names of the programs, amounts of CDBG received, and funding agencies.

Program Name	Program Year(s)	CDBG Grant Amount	Funding Agency
HDM CDBG	FY 2023-2024	\$ 12,658	Tustin
HDM CDBG	FY 2023-2024	\$ 27,884	Westminster
HDM CDBG	FY 2023-2024	\$ 10,000	Garden Grove

5. Budget Leveraging:

Are you requesting funding for this program for FY 2024-2025 from another city, the county, state, federal agency, and/or foundation, etc? If yes, from whom and how much?

Grant Amount	Name of Agency & Funding (e.g., ESG)
\$ 5,186,301	Title III Funding from Office on Aging
\$ 160,195	City Funding (not including Costa Mesa)
\$ 126,469	Safety Net Grants
\$ 106,578	Senior Donations

Describe the use of donated goods and services. Estimate the value of these services and describe how you arrived at this amounts.

We receive donated goods and services. The total amount for the Home Delivered Meals Program is \$2,638. The donations we receive are voluntary contributions from seniors which are based on last year actuals.

6. Proposed Program Budget:	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$ 30,000
Total 2024-2025 Program Budget:	\$ 5,921,072
Total 2024-2025 Agency Budget:	\$ 20,558,655
Percentage of Agency's total budget spent on fundraising and overall administration?	13 %
7. Proposed Program Goals:	
Total number of unduplicated clients, regardless of city of residence that will receive services by the program between 7/1/24-6/30/25?	30
Total number of unduplicated Costa Mesa clients that will receive services by the program between 7/1/24-6/30/25?	30
Percentage of low-income unduplicated Costa Mesa clients (at or below 80% of the County's median income)?	90%

8. HUD Requirements:	
<i>Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity and income of assisted households. Income documentation is not required for programs that exclusively serve a "presumed benefit" population; however documentation of presumed beneficiary status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.</i>	
Does the proposed program application/intake form collect all HUD-required information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How is income information documented?	
<input checked="" type="checkbox"/> a. Self-Certification (HUD requires full income documentation for up to 20% of program beneficiaries)	
<input type="checkbox"/> b. Analysis of household income documents such as tax returns/paychecks	
<input checked="" type="checkbox"/> c. Program serves presumed beneficiary category	
A copy of the current or proposed program application/intake form must be submitted with the application	

Is funding request for a New or Existing program? If for existing program, how will this program be "expanded" from current program efforts?
This is an existing program. Meals on Wheels OC has a comprehensive outreach plan to inform the public about our programs and services. Staff and volunteers help us attain our outreach goals. Outreach strategies include press outreach, social media, and direct marketing. Extensive program information and inquiry tools are available on our website.

Compliance with OMB Circular A-133 (Single Audit):		
In any of the past 3 years, has our agency expended more than \$750,000 in federal funds during a fiscal year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
During this year(s), did your agency prepare a Single Audit in compliance with OMB Circular A-133?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide a copy of the most recent Single Audit. If no, please explain why a Single Audit was not prepared:		

All CDBG-funded activities must meet a HUD Objective and Outcome.	
Objectives: Select <u>one</u> HUD objective that best applies to the proposed program:	
<input checked="" type="checkbox"/>	<u>Suitable Living Environment</u> – The activity is designed to benefit community, families, or individuals by addressing issues in their living environment.
<input type="checkbox"/>	<u>Decent Housing</u> – The activity is designed to cover a wide range of housing opportunities that meet an individual family or community need.
<input type="checkbox"/>	<u>Creating Economic Opportunities</u> – The activity will generate economic development, commercial revitalization, or job creation.
Outcomes: Select <u>one</u> HUD outcome that best applies to the proposed program:	
<input checked="" type="checkbox"/>	<u>Availability/Accessibility</u> – The activity makes services, infrastructure, housing or shelter available/accessible to low and moderate-income persons, including individuals with disabilities.
<input type="checkbox"/>	<u>Affordability</u> – The activity provides affordability in a variety of ways for low and moderate-income persons, including creation or maintenance of affordable housing, basic infrastructure hook-ups, or services.
<input type="checkbox"/>	<u>Sustainability (promoting livable & viable communities)</u> – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low and moderate-income persons, or by removing/eliminating slums/blighted areas.

9. Proposed 2024-2025 Program Budget:	
Program Name:	Home Delivered Meals Program

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits	\$ 0	\$ 405,639	\$ 405,639
Program Staff Salaries & Benefits	\$ 0	\$ 1,307,700	\$ 1,307,700
Program Supplies	\$ 0	\$ 395,750	\$ 395,750
Rent/Lease	\$ 0	\$ 0	\$ 0
Communications	\$ 0	\$ 116,106	\$ 116,106
Utilities	\$ 0	\$ 67,786	\$ 67,786
Insurance	\$ 0	\$ 53,902	\$ 53,902
Professional Svcs Contract Labor & Audit	\$ 0	\$ 1,394,410	\$ 1,394,410
Other (Specify) Raw Food	\$ 30,000	\$ 1,409,339	\$ 1,439,339
Other (Specify) In-Kind	\$ 0	\$ 327,567	\$ 327,567
Other (Specify) Others	\$ 0	\$ 412,873	\$ 412,873
TOTAL	\$ 30,000	\$ 5,891,072	\$ 5,921,072

List Source of "Other" Program Funds to be used to assist Costa Mesa Residents		
Source of Other Program Funds	Amount of Other Program Funds	Funds Secured for FY 24-25 with a contract?
Title III	\$ 5,186,301	Yes
Other City Funds (excluded)	\$ 160,195	No
Donations/Safety Net Grants	\$ 217,009	No
In-Kind	\$ 327,567	No
TOTAL	\$ 5,891,072	

CDBG Funded Personnel



Check Box if Not Applicable.

List only positions for which you are requesting CDBG funding

Proposed Administration Staff

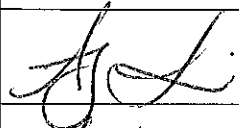
Position Title	Annual Salary	Annual Benefits	Total Compensation	CDBG funds Requested	% of time position is dedicated to Costa Mesa CDBG activity
			\$ 0		10%
			\$ 0		0%
			\$ 0		0%
			\$ 0		0%
			\$ 0		0%

Proposed Program Staff

Position Title	Annual Salary	Annual Benefits	Total Compensation	CDBG funds Requested	% of time position is dedicated to Costa Mesa CDBG activity
			\$ 0		10%
			\$ 0		0%
			\$ 0		0%
			\$ 0		0%
			\$ 0		0%

10. Certification

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Community SeniorServ Inc. ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability insurance, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to an agreement and are consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency may be required to repay all or a portion of funds already disbursed to the Agency by the city and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name:	Alejandro Lupercio
Title:	Vice President of Social Services
Signature:	
Date:	2/9/24